

Instructions

 Please save this form to your desktop before filling in the fields.

This form is used to notify the Office of International Students and Scholars (OISS) of the initial appointment of a person who is not a U.S. citizen or permanent resident). If a visa document is required, OISS will prepare one for this individual. This form must be completed in its entirety by the appointing department and emailed sarah.henderson@yale.edu. Please refer to the [OISS Web site](#) for details about visas.

Personal Information

Last Name: (as it appears in the individual's passport) **First Name:** **Middle Name:**

Highest Degree: PHD MD MA Other: please explain:

Gender: Male Female **Date of Birth (mm/dd/yy):**

City of Birth: **Country of Birth:**

Country of Citizenship: **Country of Permanent Residence:**

Occupation in Home Country (Title): **Home Country Employer/Institution:**

If the scholar is in the U.S., use the last occupation held outside of the U.S. (e.g., Student at Oxford, Professor at Trinity, etc.).

Permanent Address in Home Country (including postal code): **Current Mailing Address** (if different):

Home Country Telephone Number: **Current Telephone Number:**

Current Email Address:

Accompanying Family Members

Complete the information below **only** if a visa document is needed for an accompanying spouse and/or child(ren). Those listed below cannot be U.S. citizens or permanent residents. **Children must be under the age of 21.**

| Name <i>(Last, First, Middle)</i> | Relationship <i>(spouse/child)</i> | Gender <i>(male/female)</i> | Date of Birth <i>(mm/dd/yyyy)</i> | City of Birth | Country of Birth | Country of Citizenship | Country of Permanent Residence |
|--------------------------------------|---------------------------------------|--------------------------------|--------------------------------------|---------------|------------------|------------------------|--------------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Previous Immigration Status

Is the individual currently in the U.S.? Yes No **If yes, what is his or her immigration status?**
(please specify J-1, H-1B, F-1, etc)

It is required to email (preferred method) or fax a copy of the individual's current immigration documents to OISS.

Has the individual had J-1 or J-2 status within the last 24 months?: No Yes
(If yes, email a copy of the DS-2019 to sarah.henderson@yale.edu)

